



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

PSYCHOLOGICAL ASSESSMENT AND EVALUATION

Effective Date: October 24, 2003

Policy #: PGS-01

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I. PURPOSE: To describe psychological assessment and evaluation services at MSH.

II. POLICY:

- A. Psychological assessment and evaluation services are provided at MSH by qualified staff, in accordance with professional and ethical standards of the American Psychological Association (APA) and relevant Montana statutes.
- B. The assessment process is initiated with a prescribing professional's written referral specifying the referral question or issue. When referral issues in criminal cases are related to orders to evaluate from a district court, the assigned Psychologist will work with the forensic Psychiatrist to complete the forensic evaluation in accordance with relevant Montana statutes.
- C. Choices about which assessment and reporting procedures to use, including selection and administration of psychological tests, are left to the discretion of the Psychologist assigned.
- D. Information compiled in the psychological assessment process may be used by the court and the patient's treatment team to formulate recommendations for treatment, discharge planning, and the disposition of criminal cases. Psychological reports become a permanent part of the medical record. Raw data from testing is archived in a central psychology testing file. When a patient is readmitted, a copy of the most recent psychological evaluation will be included in the current medical record.

III. DEFINITIONS: None

IV. RESPONSIBILITIES:

- A. Psychologist is responsible for coordinating psychological assessments.
- B. Prescribing professional is responsible for signing the referral for psychological assessments.

V. PROCEDURE:

A. Trigger Criteria for psychological assessment include:

1. A court order to determine fitness to proceed and/or other issues, including criminal responsibility and/or dangerousness;
2. Questions about cognitive functioning;
3. Evaluation for recommitment;
4. Diagnostic or other treatment relevant evaluation questions.
5. Question regarding the patient's capacity to function in various specified roles.

B. Psychological assessment and evaluation will be initiated by completion of the Psychological Services referral form, which will be signed by the prescribing professional and forwarded to the Discipline Chief, Psychology Service.

C. The Psychology Service Discipline Chief will assign the evaluation to a qualified staff member or, if circumstances require, to a qualified professional who will be contracted for this service.

D. The disposition of the referral and the date assigned will be noted on the bottom of the referral form, a copy will be retained by the Psychology Service Discipline Chief, and the original will be sent to the assigned staff member to initiate the evaluation process.

E. The referral form will be placed in the patient's chart under the "Psychology" heading by the assigned staff member within one business day of receipt of the form. Activity regarding the requested assessment/evaluation will be documented on the back of the form.

F. All other procedures related to psychological assessment and evaluation described in the current version of the Psychology Department Service Plan and Operations Manual are to be followed.

VI. REFERENCES: HCFA 482.62 (e); Psychology Department Service Plan and Operations Manual.

VII. COLLABORATED WITH: Discipline Chief Psychology Service, Medical Director

VIII. RESCISSIONS: PGS-01, *Psychology Assessment and Evaluation* dated February 1, 2000; HOPP #13-061.031379, *Psychological Assessment and Evaluation* dated March 13, 1979.

IX. DISTRIBUTION: All hospital policy manuals.

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Polly Peterson, Ph.D. Date
Chief of Psychology Services